

SAN MIGUEL COUNTY BUILDING DEPARTMENT INSPECTION REQUEST REQUIREMENTS

"Inspections are performed Monday through Thursdays. Please call by 5:00 p.m. the day prior to the inspection." and "To schedule an inspection please provide the following information:"

- 1. Name of person making the request and their phone number.**
- 2. The permit number as it appears on the Building Permit**
- 3. The property owner's legal name as it appears on the Building Permit**
- 4. The address of the requested inspection as it appears on the Building Permit**
- 5. The day and date of the requested inspection.**
- 6. If is request is for A.M. or P.M.**
- 7. The type of inspection requested.**
- 8. If the requested inspection will be a full or partial inspection?**

Additional items includes:

"If you need to cancel an inspection please call San Miguel County Building Department ASAP".

"Provide additional information that is necessary to perform the inspection such as the location of the plans and permit, access gate codes, and the name of contact person on the job site."

"Please contact other agencies for inspections they may require such as the State electrical and plumbing inspectors, road and bridge department, health department, or fire department."